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INSTRUCTION NO.  
LI 10-350-2

LI 10-350-2  
SECURITY  
22 November 1955

SUBJECT: Internal Security Procedure, Office of Logistics

REFERENCE: Agency Regulation [REDACTED] and LI 10-250-1

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RESCISSION: LI 10-100-1, dated 5 June 1953

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1. GENERAL

The purpose of this Instruction is to implement referenced regulations and to set forth information regarding the designation and responsibilities of Security Officers as well as security practices to be followed by all employees within the Office of Logistics.

2. RESPONSIBILITIES

- a. The Chief, Security Staff, is responsible for developing and interpreting security policies and furnishing assistance in safeguarding Agency classified information pertaining to Office of Logistics operations and administration and is considered to be the authorized representative for the Director of Logistics on matters pertaining to security in office routine. In addition to his other duties he shall be responsible for:

- (1) Establishing and maintaining direct working relationships with the appropriate representatives of the Director of Security, CIA.
- (2) Specifying to Staff and Division Chiefs the penalties to be imposed for first and second violations except where these violations are of such a nature that personnel action in the form of suspension or termination of employment appears to be warranted, in which case, as well as in the case of all third and fourth violations, the Chief, Security Staff, Office of Logistics, will recommend appropriate action to the Director of Logistics.

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- (3) Instructing Staff and Division Security Officers in their duties.
  - (4) Periodically spot checking, or requiring Staff and Division Security Officers to check each activity of the Office of Logistics to determine that CIA and Logistics internal security policies are being complied with and to make recommendations to improve the security of the Office of Logistics.
  - (5) Maintaining Internal Security Instructions on a current basis.
  - (6) Acting as Security Officer for:
    - (a) Office of the Director of Logistics
    - (b) The Administrative Staff, Office of Logistics
  - (7) Reviewing for appropriate action referrals by Staff and Division Internal Security Officers of all internal security matters including:
    - (a) Reports of security violations
    - (b) Reports of lost badges
    - (c) Questions relative to handling or transmission of classified material
    - (d) Recommendations to reduce the possibility of security violations and improve internal security
  - (8) Advising Office of Logistics employees of action to be taken in emergencies.
- b. Staff and Division Chiefs as indicated below will designate personnel in Grade GS-9 or above to serve as Security Officers for their respective headquarters area and submit the names of designees to the Chief, Security Staff. Designations will be made as follows:

Planning Staff	- 1
Printing Services Division	- 1 plus 1 for each printing plant in the headquarters area
Procurement Division	- 1

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Real Estate and Construction Division	- 1 plus 1 for the Telephone Section	
Supply Division	- 1 plus 1 for each warehouse in the headquarters area	
Transportation Division	- 1 plus 1 for the [REDACTED]	25X1A

c. Security Officers appointed as a result of paragraph 2.b. above, will, in addition to their regular duties, be responsible within their respective area for:

- (1) Compliance with CIA security regulations and especially those contained in CIA Regulation [REDACTED] paragraphs 1 through 6. 25X1A
- (2) Determining that all employees of their Staff or Division have read CIA Regulations [REDACTED] Security in Office Routine, and [REDACTED] Security of Areas and Buildings. 25X1A
- (3) Instructing security check officers in the performance of their duties.
- (4) Briefing all new employees on Office, Staff, and Division security requirements.
- (5) Referring to the Chief, Security Staff, Office of Logistics, reports, questions, requests, or recommendations involving internal security.

### 3. STAFF AND DIVISION SECURITY CHECK

Each Staff and Division Security Officer will establish a roster of security check officers to perform the duties outlined in CIA Regulation [REDACTED], paragraph 5c. Form No. 109 or 38-8, Security Check Officer List, will be executed by the security check officers and forwarded through the Staff or Division Security Officer to the Chief, Physical Security Division, Office of Security, Room 1416, I Building, on the next working day. In addition, security check officers will: 25X1A

- a. Initial Form 38-7, Security Check Sheet, after checking safes and vaults and report to the Staff or Division Security Officer all safe check sheets which are not properly initialed by custodians.
- b. Report to the Staff or Division Security Officer rooms in which printed matter is left on office equipment.
- c. Spot check typewriter ribbons to ensure that they have been typed over at least twice and spin the roller.
- d. Check dictaphones for used cylinders.

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4. EMPLOYEE SECURITY PRACTICES

In addition to compliance with CIA Security Regulations, all employees will:

- a. Notify the Staff or Division Security Check Officer when authorized to work overtime with classified material.
- b. After the security check, open safes only in case of emergency.
- c. Remove all unnecessary written or printed material from the tops of desks, safes, filing cabinets, tables or other equipment.
- d. Never place classified material in desk drawers or lock such material in desks.
- e. At the time the room is secured, turn off all lights, fans, motors, electric typewriters, and air conditioners.
- f. Remove, at the time the room is secured, new typewriter ribbons (i.e., those which have not been typed over at least twice).
- g. Keep individual classified waste containers in a prominent place. Envelopes for classified trash will not be suspended from the sides of desks immediately next to a wall.
- h. Advise the Chief, Security Staff, Office of Logistics, immediately of lost or misplaced classified documents.
- i. Forward all requests for approval of unofficial outside activities through the Chief, Security Staff, Office of Logistics, in accordance with Logistics Instruction No. 10-250-1.
- j. Report immediately any evidence of physical penetration to the Chief, Security Staff, Office of Logistics.

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for JAMES A. GARRISON  
Director of Logistics

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